Help Promote Fair, Open and Effective Public Administration
Join the Office of The Ombudsman

Established under The Ombudsman Ordinance, Cap. 397 of the Laws of Hong Kong, the Office of The Ombudsman has a vision to ensure that Hong Kong is served by a fair and efficient public administration. We are committed to improving public administration through independent, objective and impartial investigation into complaints of or suspected injustice caused by maladministration.

Applications are now invited for the following positions:

(a) Translation Officer

Roles and Responsibilities

Reporting to Senior Translation Officer, the job holder will carry out the following duties:

(1) To translate Chinese to English and vice versa;
(2) To vet translations and documents prepared by other parties;
(3) To draft documents in Chinese and English;
(4) To provide interpretation service at press conferences, meetings and interviews;
(5) To provide professional advice on the use of Chinese and English; and
(6) To provide other language-related support services as and when necessary.

Entry Requirements

(1) Unquestionable integrity and conduct;
(2) A recognised degree from a Hong Kong university or equivalent, preferably in Translation, Language Studies or Literature;
(3) At least 5 years' experience in translation and related work, gained preferably from the public sector/non-government organisations;
(4) An excellent command of spoken and written Chinese and English, and good command of Putonghua;
(5) Proficient in English and Chinese word-processing; and
(6) Diligent, patient, meticulous, able to work independently and under pressure.

Shortlisted candidates will be required to take a written test.

(b) Assistant Manager (Human Resources)

Roles and Responsibilities

Reporting to Senior Manager (Human Resources), the job holder will perform the following duties:

(1) To assist in the provision of a full range of human resources services, including talent acquisition, performance management, staff training and development, compensation and benefits administration, conduct and discipline;

(2) To assist in supervising the daily operation of the Human Resources Section;

(3) To assist in formulating, reviewing and implementing human resources policies and procedures;

(4) To conduct data analysis and compile reports and statistics for effective people management; and

(5) To participate in ad-hoc human resources initiatives and projects, and perform other duties as assigned.

Entry Requirements

(1) Unquestionable integrity and conduct;

(2) A recognised degree from a Hong Kong university or equivalent, preferably in human resources management or related disciplines;

(3) At least 2 years' experience in human resources management, gained preferably from the public sector/non-government organisations;

(4) Experience in the development of HRIS would be an added advantage;

(5) A good command of spoken and written Chinese (including conversational Putonghua) and English;

(6) Good communication, interpersonal, analytical and problem-solving skills; and

(7) Self-motivated, detail-minded, able to work independently and meet tight timelines.

Shortlisted candidates will be required to take a written test.

Remuneration and Terms

A competitive remuneration and benefits package, which includes a basic salary plus cash allowance per month, paid annual leave, general holidays, medical and dental insurance, life and disability insurance and MPF, 5-day work week, etc., will be offered. The current levels of remuneration are:

Position (a): basic salary of around **HK$62,800** plus **HK$3,800** cash allowance per month
Position (b): basic salary of around **HK$34,000** plus **HK$2,200** cash allowance per month

The successful candidate will be appointed on contract terms of around three years. Subject to satisfactory performance, a gratuity will be payable on completion of the contract, which, when added to the employer's contribution to a Mandatory Provident Fund scheme, equals 15% of the total basic salary for the contract period. Subject to service needs and staff performance, renewal of contract will be considered.

Application

Application form is available on our website (http://www.ombudsman.hk). Please send your application (which should include a completed application form, a CV and a cover letter) by email to **hr@ombudsman.hk**. The closing date of application is **18 June 2024.** Applicants who do not receive a reply from the Office within two months from the closing date should regard their applications as unsuccessful. For enquiries, please email to hr@ombudsman.hk.

General Notes

All applications will be treated in the ***strictest confidence****. Personal data provided will be used strictly for recruitment and employment-related purposes. Applicants may request access to and correction of personal data collected from them. Such requests should be sent to the Chief Manager at the above email address.*

The Ombudsman is an Equal Opportunities Employer.